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NSHS ESC MEETING MINUTES for 15 February 2001

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Parking regulation brief
2. Document Control red-line
3. Directorate Process Update
4. Review of Registrar list
5. Quality Manual
6. Corrective and Preventive Action Red-line

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen, CDR Baker, LCDR Kennedy, LT Leonard, MR Kirkbride

TIME:

FROM: 08:30 TO: 1145

MEMBERS PRESENT

- CAPT Younger
- CDR Luke
- CDR Bryson
- LT Miller
- HMCM Castillo
- CAPT Welbourn

- MR Behnke
- HM2 Pitt
- LT Leonard (Adhoc)
- CDR Whalen (Adhoc)
- CDR Baker (Adhoc)
- LCDR Kennedy (Adhoc)
- Mr. Kirkbride (Adhoc)

MEMBERS NOT PRESENT

- CAPT Wynkoop
- CDR Hearin
- CAPT Miller
- MR Dumbeck

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of agenda	The CO opened the meeting with a review of the agenda and ESC minutes of 8 February 2001.	CAPT Younger	
Parking Regulation	The new parking regulation from NNMC was presented to the ESC members with recommendation on NSHS parking spaces. See enclosure (1)	LCDR Kennedy	
Directorate Process Update	Each Director briefed their status of directorate process. Director for Visual Information was absent and will update the ESC at the next meeting. See enclosure (2)	Directors	
Document Control red-line	The ESC started version 01 of the Document Control process. The ESC identified Document Control process as the first document to be approved. See enclosure (3)	CDR Whalen	
	Action Item: The ISO-IT will request and schedule the briefing by the Registrar's	ISO-IT	
	Action Item: The ISO-IT will redline the Quality Manual with the assistants of E-Prism. Will update ESC on the progress.	ISO-IT	
Set agenda	Next scheduled ESC meeting is 22 February 2001	ESC members	